



AP Recruit: Basic Qualifications



UCSF HR ACADEMY

Basic Qualifications Overview

- Purpose/Background
- Definition
- Practice
- Reviewing Job Aid

Purpose/Background

UCSF is a Federal Contractor

UCSF ranked 2nd in the Top 5 Recipients of NIH Research Grants in 2012

Federal Contractors are required to collect demographic data on all job seekers and report on all applicants

UCSF defines an Applicant as a job seeker applying for work through the Internet or related electronic data technologies from whom contractors must solicit demographic information.

AP Recruit provides Job Seekers the ability to apply online for UCSF Academic positions.

Applicant

All Four Criteria must be satisfied in order for a job seeker to be considered an “Applicant”:

Job Seeker submits an:

1. “Expression of Interest”
2. UCSF “considers individual for a specific position”
3. Job Seeker “does not remove him/herself” from consideration
4. Job Seeker’s expression of interest indicates basic qualifications

Basic Qualifications

Basic qualifications are determined before you begin to recruit for a position, and must be included in job advertisements. They must be:

- **Non-Comparative**
- **Objective**
- **Relevant**

Non-Comparative

Non-Comparative - Can't be based on a comparison of the applicants.

- **Example:**
 - **Acceptable:** Three years' experience in a particular position
 - **Not acceptable:** "Must have the most years' experience, among candidates"

Objective

Objective – Objective and not depend on the employer’s subjective judgment”.

- **Example:**
 - **Acceptable:** Bachelor’s degree in Biology
 - **Not acceptable:** “A Biology degree from a top tier university”

Relevant

Relevant - The qualifications specified must be relevant to performing the duties of the specified position.

- **Example:**
 - **Acceptable:** A Ph.D. in Nursing for a Nurse position
 - **Not acceptable:** Ph.D. in Accounting for a Clinician

Academic Recruitment Plan – Basic Qualifications

13. Please indicate “Basic Qualifications”: (For information on how to determine “basic qualifications”, visit [Guidelines and Best Practices for Position Description/ Announcements and Defining Basic Qualifications](#))

Additional Qualifications

- Additional Qualifications:
 - ✦ A job qualification may still be a required qualification even if it does not meet all the criteria for a “basic qualification”.
 - ✦ This would be listed under “additional requirements” but would still be vital in evaluating candidates throughout the screening process.
 - ✦ Examples:
 - ▶ Excellent Organizational Skills
 - ▶ Strong Leadership Skills
 - ▶ Strong Analytical Skills
 - ▶ Ph.D. from a top tier institution

Job Posting 1

Assistant/Associate Professor, Systems Pharmacology

The UCSF Department of Bioengineering and Therapeutic Sciences (BTS) invites applications for a tenure track position at the Assistant or Associate Professor level. Expertise in systems pharmacology is preferred.

Candidates must have **a doctoral degree (e.g., M.D, Ph.D., or PharmD) from Harvard** and appropriate post-doctoral research, training or experience in systems pharmacology. The successful candidate will take a leading role in advancing technologies that emphasize the incorporation of multi-pathway information, from both a quantitative and modeling perspective. The successful candidate will leverage the systems approach to shift the basis for biomarkers from correlative to mechanistic, linking quantitative biology to quantitative pharmacology. The successful candidate is expected to establish coupled data and modeling management approaches to incorporate the immensely heterogeneous experimental data available for drug actions within complex molecular networks.

Job Posting 1 – Continued..

The successful candidate should demonstrate an interest and track record in collaborative interdisciplinary science. As a new faculty member, the candidate will be expected to establish an innovative, independent research program that will attract and maintain extramural funding from industry or governmental agencies, as well as participate in teaching and be an active member of the UCSF graduate program/s based on his/her research focus. An interest and track record in collaborative, interdisciplinary and translational research that is directly applicable to problems in drug development and delivery is required. Interaction with pharmaceutical industries and FDA is highly encouraged.

UCSF seeks candidates whose experience, teaching, research or community service has prepared them to contribute to our commitment to diversity and excellence. UCSF is an Equal Opportunity/Affirmative Action Employer. The University undertakes affirmative action to assure equal employment opportunity for underutilized minorities and women, for persons with disabilities and for covered veterans. All qualified applicants are encouraged to apply, including minorities and women.

Job Posting 2: Assistant/Associate HS Clinical Professor (Adult Gerontology/Psychiatric Mental Health NP)

This clinical faculty position is a 100% position with job responsibilities shared between the AGNP and PMHNP programs. Major responsibilities include:

- Teaching AGNP and PMHNP clinically-focused courses
- Evaluating student performance in interprofessional practice-based learning experiences
- Recruiting and retaining a talented and diverse student cohort
- Advancing NP roles and patient care through scholarly activities
- Participating in School of Nursing committees and in professional organizations
- Position may also include precepting students in a faculty practice setting

Minimum Qualifications:

- California R.N. and furnishing licensure
- U.S. Drug Enforcement Agency controlled substance registration
- National nurse practitioner certification (ANP, GNP, FNP and/or PMHNP)
- Professional experience of at least one year as a Nurse Practitioner working with adults with multiple chronic illnesses including psychiatric illness
- Professional experience of at least one year providing mental health nursing care to individuals across the lifespan
- Demonstrated ability to participate in collaborative research.

Highly Recommended Qualifications:

- National certification in both PMHNP and a primary care NP role (ANP, AGNP or FNP)
- Nurse Practitioner student/resident teaching experience
- Educational administration or nursing administration experience
- Quality Improvement experience
- Doctoral degree in nursing (DNP or PhD)

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Let's Practice

Basic Qualification Requirement	Definition/Description	Acceptable	Not Acceptable
<input type="checkbox"/> Is the qualification Non-comparative?	Is not based on a comparison of the job seekers.	3 years' experience in a particular position.	Must have the most years' experience, among candidates.
<input type="checkbox"/> Is the qualification Objective?	The qualification is objective and does not depend on the employer's subjective judgment.	Bachelor's degree in Biology	A Biology degree from a top tier university
<input type="checkbox"/> Is the qualification Relevant?	The qualification specified must be relevant to performing the duties of the specified position.	A Ph.D. degree in Nursing for a Nursing position.	Ph.D. in Accounting for a Clinician

Thank You

Q & A